

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
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(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 03-029

TO: Charter School Administrators, Directors, Principals

FROM: Maggie Singler

DATE: *Revised March 5, 2003* (February 14, 2003)

SUBJECT: February 18, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The February 18, 2003 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Since reports are "current month only", it is recommended CHAR 55-1 & 64-1 reports be saved each month to a local computer/server to be available for reference throughout the current and future fiscal years. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid based on 40th day Average Daily Membership (ADM) as calculated on the ADMS46-1 Report. In the event a February 18, 2003 payment was not received, it may be due to a decrease from estimated student enrollment to 40th Day ADM, missing or late submitted ADM or having received overpayments in prior months. Questions regarding ADM used for February's payment calculation should be directed to School Finance at (602) 542-5695 or to the School Finance email schoolfinance@ade.az.gov.

Please review the ADMS46-1, SPED28 and other related *Student Detail* reports to determine if all submitted data files processed successfully. An online ADM Troubleshooting Guide is available at http://www.ade.az.gov/misbulletinboard/ADMSHelpGuide/ADMS_Reports.htm. If you need additional assistance regarding *Student Detail* file submissions/processing, please contact a Regional Training Center <http://www.ade.az.gov/rtc/>. The Regional Training Center will direct you to contact additional resources if they are not able to assist you. Questions/concerns may also be emailed to the School Finance Inbox at schoolfinance@ade.az.gov.

If you have any concerns regarding your equalization calculation or payments please contact me at (602) 542-8244 or email msingle@ade.az.gov.

February 18, 2003